

California Department of Veterans Affairs

"Honoring California's Veterans"



Classification: **Personnel Specialist (\$2,516.00-\$3,933.00)**
Plus an additional \$2400.00 Recruitment and Retention per year
Permanent Full Time

Location: Veterans Home of California-Barstow
100 E Veterans Parkway, Barstow, CA 92311

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Applications will be screened and only the most qualified will be interviewed. ***Applicants must clearly indicate the basis of their eligibility on the application form. SROA PROVISIONS APPLY.***

Duties and

Responsibilities: *Under direction of the Home Administrator or designee:*

- Process and release payroll. Certify attendance; process all benefits; NDI, FMLA, attendance and timekeeping. Maintain position control including 607's, process PAR's, EAR's, etc. Process and clear certification lists, MSA's, SISA's, independently interpret and use reference materials.
- Respond to timekeeping questions; resolve payroll problems including dock time, overtime, holiday credit and advances.
- Compute and request salary advances, process judgments against wages; request overtime payment and duplicate warrants. Request and release supplemental payments. Verify state service and exempt service; type and distribute probationary reports.
- Respond to health benefit questions orally and in writing; resolve health benefit problems in conjunction with the employee, the health care provider and/or PERS and DPA. Respond to basic retirement questions; research and respond to the most complex health benefit and payroll related questions for headquarters and field office staff.
- File miscellaneous updates for personnel procedural and policy manuals and general filing which includes official personnel files. Complete and submit various reports. Attend training and work related meetings. Provide personnel policy and procedure related training to staff as needed. Special projects as assigned.

Desirable

Qualifications:

- Ability to communicate effectively.
- Ability to analyze situations and take effective action.
- Good work ethic and interpersonal skills.
- Good organizational skills.
- Ability to work independently.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California, Barstow
100 East Veterans Parkway, Barstow, Ca. 92311

Inquiries:

Voice: (760) 252-6282
TDD: (760) 252-6234

Final Filing Date: May 30, 2007

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. "PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS". IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE. WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

RELEASED: 05/16/07